

Analysts Group Meeting - April 3, 1996

♦ **Team Updates**

- Borgwaldt Team - Cindy & Bev
- Tobacco Monitor Procurement Team - Bev
- PTL Accuracy Team - Cindy

♦ **FTR Alkaloids/Sugars and Packs (Robin)**

♦ **R&D Security** - Policy concerning cameras and video equipment (see memo)

♦ **Safety Issues** (see memo) - get wire ties from Bew to tie up computer and telephone cords in cubes.

♦ **New Data Approval System versus Old System** (Cindy)

♦ **Solutions for Space Problems in labcomplete** - Cindy will request a more detailed explanation from R. Lipps and specific directions for getting access to SYBASE_WH

♦ **R&D MailHub**: PROFS versus Computer/Mac Mail Addresses. It appears that 'vus0212a' in the 'Informational_Only' section of the MailHub address denotes a PROFS mail address, while any other, such as 'dsvpmusa' or 'USPMIRB1' refers to computer mail. You can not send attachments (EXCEL spreadsheets) through PROFS mail.

♦ **Statistics Training Schedule** (see computer bulletin board)

♦ **R&D Library Resources**: Internet, CD-ROM (Business Abstracts, Medline, FDA Submission, etc.), Programs on audio tape, 8 TOPIC databases that can be searched from pm154. K. Wheery is setting me

up to access the databases. Plan to have C. Gregory give presentation to staff on TOPIC databases and journal searches.

- ♦ **OC Security Audits** - confidential material left out on desks (?)
- ♦ **Monthly Steering Team Update:** Provide team updates (several sentences) by 25th of each month. Cindy suggested we change our meeting time to 25th to provide updates and review nonroutine activities.
- ♦ **R's and O's / Development Plans (April 14):** Deanie suggested an addition to the list - Bev will train Deanie and Sheila to ship the monthly TQM Liking data to C. Chance.